



CAPE ANN TRANSPORTATION AUTHORITY

Cape Ann Transportation Authority
Board Meeting
April 25, 2023
10:00am

Attendance: Mayor Greg Verga, Rockport Administrator Mitch Vieira, Essex Representative Gil Frieden, CATA's Interim Administrator Shona Norman, ADA Representative Jay Smiledge, Roland Lambalot, Ron Beaulieu, Liz O'Connor, Jackie LaFLam

Called to order by Mayor Verga at 10:00

Roll Call: Gloucester, Rockport, Essex

Ipswich and Hamilton not present.

The only public comment was from Walter Peckham as he introduced himself.

Approval of December 21, 2022 minutes

Motioned by Mayor Verga

Moved by Mitch Vieira

Seconded by Jay Smiledge

Roll Call Vote – unanimous in favor

Update of Administrators Position

Mayor Verga asked about the update on the Administrator search.

Mitch responded it has been advertised at two different times since the last meeting. Once in January and again in March of 2023.

Jay asked about the other applicants from the previous time with Felicia.

Mitch said there have been no viable applicants with the exception of one who wanted more than we are offering, he then suggested putting it out there once more and if no applicants than maybe hire a headhunter.

Jay asked if the advertising could be put on all the Board Communities websites and if the members could put it on their sites.

There were no objections from anyone.

Shona asked where it was advertised.

Mitch responded on MMA, many transportation sites and a wide variety of other places.

Jay asked Shona if there was a timeline discussed when an Administrator was to be hired.

Shona's reply was no. I was the Assistant Administrator and now I'm the interim Administrator and I don't have an assistant so I am doing it all, respectfully. It's been very challenging.

Audit Report

Shona explained that she has not received a finalized audit report and the Auditor responded with four findings.

Ron Beaulieu introduced himself and explained that he was hired by CATA for the FY 2022-2023.

Roland Lambalot, who also introduced himself, was CATA's former Auditor and prepared the financial statements. He is now the financial consultant for CATA.

Ron explained a standard report is prepared if there were no issues. There were four issues so therefore it is a modified report so it entails more work and has not been finalized due to these issues. All members received a draft of the findings, some items got changed, some did not. Ron explained that he cannot finalize the report until we go over the draft and rectify the issues.

Ron explained the following 4 Issues:

1. Buses provided by state and not reported on the Capital
2. Inventory Issue, repair parts, tires, blades, fuel etc.
3. CATA's 457B Plan, a Deferred Savings Plan. Accounting considers it a Pension Plan.
4. Management changes- unearned revenue on the balance sheet. Any money from the Government is earned revenue as well as community support.

Mitch asked if they are correctable?

Ron responded yes.

Mitch said it has to be corrected and that CATA would need to provide a corrective action plan to address these findings. Mayor Greg Verga stated that Liz can contact DOR to see what is correct and to provide a written response on the corrections so it can be rectified.

Mitch Vieira motioned to the Board that CATA is to create a corrective action plan and address the four findings by May 12, 2023.

Seconded Gil Frieden

All in Favor

CATA Updates

A. CATA Updates

- a. Mobile Ticketing/Bus Plus App (Funded by MassDOT), Launched in January and has proven to be well received by the community and has helped increase ridership due to its' conveniency of not having to carry cash.
- b. Charlie Card sales terminal – As part of the S&B project with the RTA's, CATA now has a small sales terminal set up in our Admin office for riders to come in and add /or check on the funds on their Charlie Card. CATA is now able to issue regular Charlie Cards to the public rather than just Senior Cards.
- c. Two new 35' (Gillig Internationals) Buses with the Trolley Package are currently on line and are due to be delivered by the end of June. They will be replacing the two we currently have as they have reached the end of their useful life.
- d. Two new 35'(Gillig Buses) also are currently online and are due to be delivered by the end of June. c
- e. CATA On Demand – Continues to be popular (Highest Ridership yet since Launch in 2021) There is no longer a grant for this service, it is funded through the regular CATA budget. (Local funding, SCA, CARES etc.) Addison Gilbert, YMCA, Gorton's, Well Spring, the Housing Authority.
- f. 2023 Summer Service flyers – Being updated with the new start dates and slight changes in arrival/departure times to accommodate the MBTA times. Due to be disbursed by the middle of May

- Stage Fort Park
- Ipswich-Essex Explorer
- Rockport

Comments

Charlie cards, Jay explained how you can put money on your Charlie Card online but you need to go into Salem or Boston to activate it. It is a huge inconvenience especially for ADA clients. We now have the Charlie Card machine and should be able to do that from here. We are just waiting for the cable to arrive.

He also stated that one complaint is that the steps on the fixed route buses are too steep for some ADA clients to get into. It will be nice with the two new low floor buses.

CATA on Demand, Shona explains at this time the program is only in Gloucester and it is very successful. Shona has not heard of any new funding as of yet to extend the area.

Mitch asked about extending areas and would like to know what it would cost Rockport to be able to have CATA on Demand extended to Rockport.

Updates on the Design Team for the Summer Flyers. Shona said we are currently working on the updates and should be completed by the end of May before the summer begins.

Jay would like to see some signs on the buses for allowing service dogs and small crated dogs on the buses.

Mayor Verga asked Liz to see legally what can be done for that concern.

Mayor Verga moved that the CATA Advisory Board meeting adjourn at 11:15am
Seconded Mitchell Vieira
All in Favor